

The FAALC Web Exchange and Repair Shipping Information Interface Guide

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Introduction

The purpose of this guide is to familiarize users with the basic features of the FAALC Exchange and Repair Shipping Information website. Our website works with any version of web browser, however, we strongly recommend using the most recent version of Microsoft Internet Explorer. The E&R Shipping Information website was created in response to user requests for accurate identification and timely credit of due-in items returned from the field. This application gives field users the option to enter shipping information on E&R return items from anywhere in the world via a web browser so that the returned item may be properly identified as they are scanned at the receiving dock of the Logistics Support Facility (LSF).











Immediate Benefits -

- Stops the clock on the deadline to receive credit on return items at the time the item reaches the LSF Receiving Dock, resulting in increasing customer satisfaction.
- Gives the user the ability to track the status of the shipment through the lifecycle of the transaction.
- Minimizes the possibility of the field user not receiving proper credit on the item due to delay in getting the item through inspection.
- Minimizes the occurrence of improperly allocating credit for items due to human error.
- Provides the visibility of any problems with the acceptance of the item to the item managers as well as the field in an effort to decrease the time that it takes to rectify the situation.
- Greatly reduces delay in crediting the customer due to improper identification of an item. Even in the event that the paperwork did not arrive with the item, the carrier tracking number, entered on the web, will enable the system to allocate proper credit without creating a need for time-consuming research by the technician.

Getting Started

To enter the site, logon on to: http://www.mmac.jccbi.gov/aml/er you must have a User ID and Password to access this site. If you are using this system for the first time, enter your LIS User ID and the word "Password" as your password on the screen below. You will be prompted to enter a new password. You will be required to change your password every 90 days. If you experience problems in logging on, please contact FAALC Information Systems Group, 405-954-3161.



Logon Screen

View Orders

After you have completed the logon procedures, you will be taken to the View Orders screen. This screen displays the orders that have been submitted for shipment and their status.

View Orders



View Orders Screen

This screen displays FAALC LIS Tracking Number, National Stock Number, Voucher Number, GSA, Inv Loc and Qty ordered. When the appropriate radio button is selected, this screen will allow you to search the site for a particular order using certain criteria, Voucher, Outstanding, Pending Receipt, Pending Inspection, Accepted, Rejected receipts. In our example the screen is set to display Outstanding receipts. To select a receipt, click on the transaction tracking number to access the Detail Screen. To move to the next page, select the page number or Next. You can also move back and forth between pages by selecting the page number [1 2 3, etc.], Next or Previous. The View Receipt Screen times out after 10 minutes of inactivity should this happen; you will then be required to logon to access this screen.

Other buttons on the screen are: Search, which show the items for the criteria selected by Region Code, Voucher number, GSA address or Inventory Location. The print button provides a screen print and the Exit button closes the application.

Update Shipping Information



Detail Screen

The detail screen displays information about the order as well as a form to be completed by facility. Important areas to check and validate for the correctness of the order are the National Stock Number, description and address where the order is to be shipped. In the shipping information section, complete the form with the ship date (click within the box to display the calendar and select the date the order shipped), type in the number of packages comprising the shipment, the shipped qty, shipping mode (use the drop-down box to select the correct carrier), the government bill of lading (GBL), if applicable, carrier tracking number, weight and Return Material Authorization (RMA) number. The print button provides a screen print. If you wish to return to the previous screen, click the view orders link.

Warning: Returning to the previous screen without updating will cause all data entered to be lost.

After completing the form, click the Update Shipping Information button to submit the information. The update process may take a few minutes; please wait to allow the update process to complete. Once the update completes, you will automatically be returned to the View Orders screen.

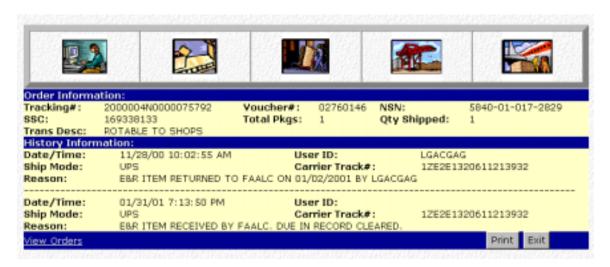
Web History



View Orders Screen History

Shipping History Records are maintained in a database. Shipping history can be access in any status search other than "Pending". After a search is completed, the letter "H" on the left side of the screen denotes that history is available for that requisition. Clicking on the "H" will display complete history for a given NSN. The CDLS Reason Code denotes what action occurred. Receipt History remains in the database indefinitely.

Shipping History



Shipping History for Requisition

Shipping History displays information on original order, information as to when and what ship mode the item was returned to the FAALC. It also displays when the Due-in is cleared by the FAALC.

System Requirements

Windows 95/98/NT/ME/2000 Operating System Internet connection (LAN or Dial-up Connection)
Microsoft Internet Explorer 4.0 or greater or Netscape 4.0 or greater User ID and Password

System Problems

Contact the FAALC Information Systems Group, 405-954-3161.

WARNINGWARNING** ORDER 1370.79a

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All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.